



DEPARTMENT OF THE NAVY
NAVAL AIR WARFARE CENTER AIRCRAFT DIVISION
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PATUXENT RIVER, MARYLAND 20670-1161

NAVAIRWARCENACDIVINST 12451.3A
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NAVAIRWARCENACDIV INSTRUCTION 12451.3A

From: Commander, Naval Air Warfare Center Aircraft Division

Subj: AWARDS AND RECOGNITION PROGRAM

Ref: (a) NAVAIRINST 12451.1

Encl: (1) Area Commander's Team Award Criteria
(2) Area Commander's Individual Award Criteria
(3) Innovation Awards Program and Criteria
(4) Department of the Navy Civilian Medal for Valor
(5) Award Nomination Form NAVAIR 12451/1 (8/98)

1. Purpose. To establish reference (a) as the awards and recognition policy for the NAVAIRWARCENACDIV. Guidelines and procedures contained in reference (a) apply to the management of the NAVAIRWARCENACDIV awards and recognition program.

2. Summary of Changes. This edition of the instruction promulgates additional awards that have been approved for the Department of the Navy and the NAVAIRWARCENACDIV. A complete review of the entire instruction is recommended upon receipt.

3. Cancellation. NAVAIRWARCENACDIVINST 12451.3 of 21 June 2000.

4. Scope. This instruction applies to all sites that fall under the purview of the NAVAIRWARCENACDIV.

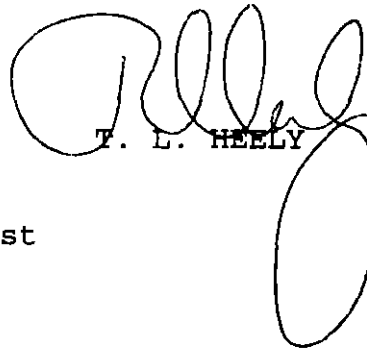
5. Additions. Enclosures (1), (2) and (3) will be included in the Area Specific Awards section of the Award Handbook listed as enclosure (1) in reference (a). Nominations for each award will be submitted following the criteria contained in the enclosures. Enclosure (4) supplements reference (a) and provides NAVAIRWARCENACDIV guidance on the Medal of Valor. Historical site specific or departmental awards not identified here will continue to be used as appropriate. Enclosure (5), the Award Nomination form, will be used to justify and document informal recognition awards unless otherwise noted. The Award Nomination form will be retained by the granting authority and will contain appropriate accounting information.

6. Policy. In the interest of controlling award-processing costs, it is the policy of the NAVAIRWARCENACDIV that On-the-Spot awards will range in value from \$200.00 to \$750.00.

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7. Review. The Director, Human Resources Office shall review this instruction annually, on its anniversary date, and revise as necessary.



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AREA COMMANDER'S TEAM AWARD CRITERIA

1. Background. This award is meant to recognize teamwork at the Commander, NAVAIRWARCENACDIV level.

2. Description. The award is presented by the Commander, NAVAIRWARCENACDIV. Military and contractor personnel may receive equal recognition.

3. Criteria. Consideration for this award shall be based on meeting all of the following:

a. Team effort and excellence that are directly related to the mission and represent an outstanding achievement in a specific problem area, or a breakthrough enabling mission accomplishment, or both. The achievement must demonstrate a team's effort in overcoming difficulty to solve problems or develop methods to enhance the operational capability of existing systems, or both.

b. Significant team achievements that enhance NAVAIRWARCENACDIV efforts by supporting fleet requirements or mission readiness. (Achievements can include, but are not limited to, development, accomplishment, or improvement of processes. They can be technical or non-technical, direct or support, tangible or intangible, site specific, intra-competency or inter-competency.)

c. Exceptional teamwork promoting a positive work environment that demonstrates and enhances the principles of employee empowerment and ownership.

d. Significant accomplishments in at least eight of the following.

(1) The team works well toward its goal.

(2) The team functions well together.

(3) The team solves conflicts in a timely manner.

(4) The team values input from all members.

(5) Members foster honest, open, and forthright communication.

(6) All team members contribute.

(7) Members foster team cooperation.

(8) The team is aware of its strengths and weaknesses and works to enhance the abilities of all members.

Enclosure (1)

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(9) Members have the knowledge of what other members are doing and develop the skills to fill in as needed.

(10) The team strives toward excellence.

4. Procedures. Each year the Human Resources Department (HRD) will solicit nominations (generally during March of each year.) Nominations will be submitted using enclosure (5), and will be forwarded to the responsible competency manager or team leader for review and forwarding to higher level authority for approval and coordination with the office of the Commander, NAVAIRWARCENACDIV. Electronic copies of approved nominations will be provided to the Director, HRD, AD 7.3, for coordination with the office of the Commander, NAVAIRWARCENACDIV. HRD will organize and coordinate an appropriate award ceremony with the Commander, NAVAIRWARCENACDIV. Awardees will be presented with a framed certificate and/or other appropriate informal recognition item(s).

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AREA COMMANDER'S INDIVIDUAL AWARD CRITERIA

1. Background. This award is meant to recognize individuals who contribute to excellence and teamwork in the workplace.

2. Description. The award is presented by the Commander, NAVAIRWARCENACDIV and will consist of a framed certificate and/or other appropriate informal recognition item(s). Military and contractor personnel may receive equal recognition.

3. Criteria. Consideration for the individual Area Commander's award shall be based on the following:

a. Individual effort and excellence that are directly related to the mission and represent an outstanding achievement in a specific problem area, or a breakthrough enabling mission accomplishment, or both. The achievement must demonstrate the individual's effort in overcoming difficulty to solve problems or develop methods to enhance the operational capability of new or existing systems.

b. Exceptional individual effort in promoting a positive work environment that demonstrates and enhances the principles of employee empowerment and ownership. Achievements can include but are not limited to development, accomplishment, or improvement of processes. They can be technical or non-technical, direct or support, tangible or intangible, site specific, intra-competency or inter-competency.

4. Procedures. Each year the Human Resources Department (HRD) will solicit nominations (generally during March of each year). Nominations will be submitted using enclosure (5). Complete Correct Name(s) and Rank(s) (as appropriate) should be included on the nomination form. Forms will be provided to the responsible competency manager or team leader for review and forwarding to a higher-level authority for approval. Electronic copies of approved nominations will be provided to the Director, HRD, AD 7.3, for coordination with the office of the Commander, NAVAIRWARCENACDIV. HRD will organize and coordinate an appropriate award ceremony with the Commander, NAVAIRWARCENACDIV. Awardees will be presented with a framed certificate and/or other appropriate informal recognition item(s).

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INNOVATION AWARDS PROGRAM AND CRITERIA

1. Background. The Innovation Awards Program is designed to provide motivation and incentives for individuals or teams to achieve NAVAIRWARCENACDIV Corporate Goals, to create a culture of innovation to produce dramatically improved future capabilities, to support and acknowledge innovative achievement in carrying out our mission, to cause our people to recognize and value achievements, and to emphasize the value the NAVAIRWARCENACDIV places on innovation.

2. Description. The award is presented by the Commander, NAVAIRWARCENACDIV, and will consist of a cash award of \$5,000 total (for team or individual), plus a wall mountable-framed certificate. Military personnel may receive equal recognition as authorized by reference (a), NAVAIR Instruction 1650.1A, and DOD 1400.25-M, Subchapter 451.

3. Award categories are:

a. Technology Innovations - Breakthrough development that offers the Fleet a near term significant cost effective new capability or a cost effective significant enhancement of an existing one.

b. Business Development - New non traditional business whose execution by NAVAIRWARCENACDIV significantly reduces the unit cost of Naval Aviation work or helps to sustain an underutilized important Naval research, development, test and evaluation capability, or expansion of existing Naval Aviation work that will likely lead to reduced program cost with equal or better quality than can be obtained elsewhere.

c. Program Manager (Assistant) (PMA) Support - Innovative non-traditional support provided for a PMA that demonstratively leads to cost reductions or a significantly enhanced cost effective capability for the Fleet.

d. System Life Cycle Support - Innovative Engineering or Logistics process that achieved a measurable significant improvement in a combat system's readiness at reduced cost.

e. Institutional Support - Innovative creation and/or execution of a support activity or process that significantly improves the operations of NAVAIRWARCENACDIV or facilitates the execution of a major Business or Technical objective. (Support could come from anywhere in NAVAIRWARCENACDIV including all the non-technical competencies).

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4. Selection Criteria. Consideration for this award shall be based on an individual or team's demonstrated achievement/innovative accomplishment as described below:

a. Technology/Scientific Achievement - Awarded for outstanding contributions in Navy relevant science and technology. Each award is based on unclassified articles in reviewed scientific publications, classified or unclassified reports, patents issued or achievements as judged by peers. The achievement is further evaluated based on its accomplishing or having very strong potential to:

- (1) Solve a fleet problem through technology
- (2) Provide a new meaningful capability
- (3) Improve interoperability
- (4) Significantly reduce PMA and Fleet costs (Acquisition or Ownership - Post Initial Operational Capability cost)
- (5) Improve personnel and/or facility security, or
- (6) Advance the state of the art (e.g., patent that has strong military implications)

b. Business Development - Awarded for outstanding contributions in developing processes and/or taking initiatives that lead to the acquisition of Naval Air Systems Command (NAVAIRSYSCOM) relevant business that utilizes and reduces the cost of ownership of high cost important NAVAIRWARCENACDIV facilities and resources, provides a substantial important new technical thrust or extends an existing one or results in the acquisition of a new high impact Test and Evaluation and/or Engineering facility or capability. Awards will be based on consummated formal teaming agreements of parties involved, funding agreements from resource sponsors and/or contractual agreements when appropriate. The contribution is further evaluated based on:

- (1) Actual impact or high potential to impact Naval Aviation capability or Fleet readiness,
- (2) Amount of business obtained (must be in the core mission of NAVAIRWARCENACDIV),
- (3) Positive impact on Naval Aviation cost,
- (4) Positive impact on skill and experience development of NAVAIRWARCENACDIV civilians and military personnel,
- (5) Positive impact on technical/engineering civilian employee retention, or

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(6) Enhancement of the technical and Fleet support reputation of NAVAIRSYSCOM.

c. PMA Support Award - Awarded for outstanding managerial or scientific technical achievement that makes significant positive impact on PMA programs. Each award is based on formal recognition of achievements by the PMA or the adoption of the achievement by other programs or organizational units. The achievement is evaluated by showing the degree to which it:

- (1) Provides real or highly potential increased Fleet capability, without significant program cost growth,
- (2) Maintains or improves critical schedule,
- (3) Makes significant program savings,
- (4) Reduces performance risk,
- (5) Moves an idea from laboratory to operating forces, resulting in significant cost and time savings, or
- (6) Reduces cycle time with demonstrable improvements in efficiency and reductions in cost.

d. System Life Cycle Support Award - Awarded for outstanding achievements in providing innovative logistics, operational and/or engineering support for deployed systems. Each of these awards is based on formal recognition by Fleet representatives, PMA or the adoption of the achievement by other programs or organizational units. This achievement is evaluated considering accomplishments such as:

- (1) Innovative Engineering Change that solves or has high potential to solve an important combat system or Fleet problem,
- (2) Logistics technology, product, service or process that resolves a major logistics issue resulting in a tangible benefit,
- (3) Resolution of a major fleet/Joint operational, maintenance and/or training issue resulting in a tangible benefit.

e. Institutional Support Award - Awarded for innovative achievements that significantly improve the operations of the NAVAIRWARCENACDIV or facilitates the execution of a major business or technical objective. (Note: Support could come from anywhere in the command including all the non-technical competencies). Each award is based on formal recognition by NAVAIRWARCENACDIV or acceptance and adoption of the achievement in other organizational units. The achievement is evaluated based on accomplishments such as:

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(1) Minimize the non-direct workload of the direct workforce,

(2) Successful creation and implementation of processes and/or activities that significantly support the development or execution of a major NAVAIRWARCENACDIV business or technical objective (e.g., successful execution of a major recruitment effort to acquire hard to get critical talent),

(3) The acquisition or execution of an important infrastructure project that is critically needed (e.g., super computer or Military Construction),

(4) The development of financial or security management processes or tools that facilitate execution of critical projects,

(5) The development and gaining management acceptance of suggestions that significantly reduces infrastructure costs,

(6) Innovative way(s) to attract, motivate and compensate the workforce,

(7) Enhanced training and knowledge management or valuable education process,

(8) Reduced cycle time with demonstrable improvements in efficiency and reductions in cost.

5. Eligibility. All personnel of the NAVAIRWARCENACDIV (military and civilian), paid from appropriated funds, are eligible (Senior Executive Service and Flag Officers are excluded). Also military awards will be in accordance with applicable limitations imposed in DOD 1400.25-M, Subchapter 451 and NAVAIR Instruction 1650.1A.

6. Nomination Process/Selection Process. Award nominations, utilizing enclosure (5), can be initiated at any level within the organization (including self-nomination). Indicate Type of Award as "OTHER" and insert INNOVATION AWARD. The Estimate of Intangible/Tangible Benefits portion of enclosure (5) must be completed. Nominations will be submitted to the responsible competency manager or team leader for review and forwarding to higher level authority. Nominations require the endorsement of the Level 1 Competency manager. The HRD will coordinate review with the People Focus Group Awards Board and the Commander, NAVAIRWARCENACDIV who is the final approving authority for each award category. Awards will be granted during October each year and award nominations will be based on the previous fiscal year accomplishments. Award recipients will receive appropriate formal recognition at a Command-sponsored award ceremony.

DEPARTMENT OF THE NAVY CIVILIAN MEDAL FOR VALOR

1. Background. The Secretary of the Navy (SECNAV) has approved the establishment and creation of the Department of the Navy (DON) Civilian Medal for Valor (CMV). This award is established to acknowledge DON civilians who exhibit valor in performing acts of heroism or sacrifice, with voluntary risk of personal safety in the face of danger. The CMV will be the highest DON honorary award granted to DON civilians for such acts of heroism or sacrifice.

2. Description. The award consists of two levels, the Distinguished level (Gold) and the Superior level (Silver). The Distinguished CMV will recognize extraordinary acts of valor. The award which consists of the gold medal and a certificate will be awarded only by SECNAV. The Superior CMV will recognize acts of valor that do not meet the criteria for the Distinguished CMV. The Superior CMV which consists of a silver medal and certificate will be presented by the Commander, Naval Air Systems Command (NAVAIRSYSCOM). The design on both medals consists of a faceted five-point star, a laurel wreath inscribed with the word "VALOR", and a blue, gold, crimson and white ribbon.

3. Eligibility. The DON CMV may be granted to any civilian employee of the DON meeting the definition of "employee" under Title 5 USC 2105, and eligible to receive awards under the DON Awards Program. For either the Distinguished or Superior level, the employee may be in a duty status or non-duty status when the heroic action is performed.

4. Criteria. All the following criteria must be met:

a. The Distinguished CMV may be granted for distinguished, extraordinary, and unusual acts of heroism beyond the call of duty. The individual must have exhibited extreme courage, and conscious acts of sacrifice and risk grave danger in a perilous situation. The act of valor may be related to his/her government employment but this is not a requirement. As a result of the act, the reputation of the DON is enhanced or the public interest is served.

b. The Superior CMV level may be granted for unusual acts of heroism beyond the call of duty. The individual must have exhibited conscious acts of courage, sacrifice, and/or risk in assisting others in an emergency situation. For the Silver level, while the individual makes a conscious choice to place him or her in danger or risk, the level and degree of danger or risk is not as extreme as the Distinguished level. The act of heroism may be related to his or her government employment but this is not a requirement. As a result of the act, the reputation of the DON is enhanced or the public interest is served.

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5. Limitations. No more than one medal per person may be authorized for multiple acts of heroism resulting from the same incident.

6. Posthumous Awards. The CMV may be awarded posthumously and, when so awarded may be presented to the surviving spouse, parent, child or other representative as determined by the deceased employee's family.

7. Responsibility and Approval Authority

a. Nominations for the Distinguished CMV will be documented following the format contained in paragraph 8 below. The nomination can be originated by anyone who is knowledgeable of the heroic act. The nomination will be forwarded through the employee's chain-of-command and will be endorsed by the Level 1 Competency Manager. Commander, NAVAIRSYSCOM will make the determination to endorse and forward the nomination for favorable consideration to the Department of the Navy Awards Review Panel (DARP). SECNAV will have the authority to approve the Distinguished level award.

b. Nominations for the Superior CMV will be documented following the format contained in paragraph 8 below. The nomination can be originated by anyone who is knowledgeable of the heroic act. The nomination will be forwarded through the employee's chain-of-command and will be endorsed by the Level 1 Competency Manager. Commander, NAVAIRSYSCOM has the authority to approve the Superior level award.

8. Nomination Format. The following format will be used when submitting nominations for both the Distinguished and Superior Civilian Medal for Valor Award. In the case of the Distinguished CMV the forwarding nomination package will contain an original and 10 copies, and a disk containing the citation with the transmittal letter with a favorable Commander, NAVAIRSYSCOM endorsement. The award package will be forwarded to:

DARP Executive Secretary
Office of Civilian Human Resources (013)
Nebraska Avenue Complex
321 Somers Court NW Suite 40103
Washington DC 20393-5441

The originating competency will coordinate the nomination submittals with the HRD:

a. Brief resume not to exceed one page limited to the following data:

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(1) Nominee's Name, Position Title, Series, Grade and Employing Activity;

(2) Description of Nominee's Current Job Responsibilities;

(3) Career History (include dates and position title); Awards and Honors.

b. Narrative justification and specific information regarding the act of valor:

(1) A thorough account of the act of valor;

(2) Description of the act in detail to include the date, time, location of the incident (generally, the award will be submitted within 6 months of the incident, unless extenuating circumstances exist);

(3) Name and any personal information about the individual(s) rescued;

(4) Details of the level or degree of sacrifice and determination, and risk to personal safety faced by the individual who exhibited the act of valor;

(5) Information on other persons who either witnessed or assisted;

(6) If any injuries occurred, and

(7) Any information on any official documented reports or news release you may have relative to the occurrence.

c. Citation to appear on the certificate, which must include:

(1) Nominee's name exactly as it should appear on the certificate;

(2) Use third person reference (Mr./Mrs. and he/she); and

(3) Not more than one typed page, doubled spaced.

9. Award Presentation. Award ceremony arrangements and presentation for the Distinguished CMV will be made by the DARP Executive Secretary. The Commander, NAVAIRSYSCOM or designated representative will make the presentation of the Superior CMV at an appropriate award ceremony arranged by the employee's competency. The HRD will make the arrangements for the medal and certificate.

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NAVAIRINST 12451.1

AWARD NOMINATION

TO: ADMINISTRATOR, AWARDS PROGRAM

1. RECOMMENDATION FOR AWARD

EMPLOYEE NAME	SOCIAL SECURITY NO.	POSITION	GRADE	CODE & ORGANIZATION
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CODE OF COMPETENCY RESPONSIBLE FOR AWARD PAYMENT:

JON:

2. TYPE OF AWARD☐ SPECIAL ACT/SERVICE☐ QSI AWARDAMOUNT OF RECOMMENDED AWARD:
(\$ AMOUNT/HOURS OFF)☐ ON-THE-SPOT AWARD☐ TIME-OFF

PERIOD OF ACCOMPLISHMENT:

☐ SUSTAINED EXCELLENCE AWARD☐ OTHER

DESCRIPTION OF ACCOMPLISHMENT:

3. ESTIMATE OF BENEFITS (COMPLETE A AND/OR B FOR SPECIAL ACT AND ON-THE-SPOT AWARDS)**A. INTANGIBLE BENEFITS:**VALUE ☐ MODERATE ☐ SUBSTANTIAL ☐ HIGH ☐ EXCEPTIONALEXTENT OF APPLICATION ☐ LIMITED ☐ EXTENDED ☐ BROAD ☐ GENERAL**B. TANGIBLE BENEFITS: COMPUTE LABOR SAVINGS AT ACTUAL COST FOR FIRST YEAR OF APPLICATION IF APPLICABLE. COMPUTE SAVINGS AND ATTACH SEPARATE SHEET.**NOMINATING OFFICIAL
(RESPONSIBLE FOR COORDINATION WITH EMPLOYEE'S SUPERVISOR)
SIGNATURE/CODE/ PHONE EXT:

AWARD AMOUNT/ TIME-OFF:

DATE:

APPROVING/AUTHORIZING OFFICIAL
SIGNATURE/CODE/PHONE EXT:

DATE:

"FOR OFFICIAL USE ONLY - PRIVACY ACT SENSITIVE"